

**MISSION MEMORIAL AUDITORIUM
Usage Policy**

- 1. Use of the Mission Memorial Auditorium (“MMA”) is limited to government/city agencies and non-government organizations charitable in nature with programs emphasizing the performing arts.
- 2. City agencies requesting the use of MMA may submit an application one month prior the event date. Requests for an event at the MMA by a non-government agency will be accepted one year in advance. No request will be honored seven (7) days prior to an event. All requests must be approved by the Mayor’s Office of Culture and the Arts (“MOCA”).
- 3. No admission fees are allowed to events held on city property. All events must be open to the public. NO PRIVATE PARTIES; i.e. WEDDINGS, BIRTHDAYS OR GRADUATION PARTIES.
- 4. MOCA services are limited to existing chairs (300), a sound system with a sound engineer, light board operator and two 8-foot tables when available. Requesting organization must supply their stage crew, ushers and other production personnel.
- 5. The requesting department/organization must provide one on-site contact person and their own minimum staff of three during the set up and breakdown of the event. All names must be submitted 48 hours in advance.
- 6. Event load in and take down is limited to eight (8) hours and must take place during the hours of Monday – Saturdays 7:45 AM – 9:30 PM. Holidays and Sundays are not available without the consent of the Mayor’s Office.
- 7. MOCA will not be responsible for the set up or provide any props, refreshments or ushering of invited guests. All trash must be bagged and removed from site. There is NO FOOD or DRINKS allowed in the MMA. There is no dumping of water, or ice on city property. Please provide ample time to prearrange these requirements prior to the start and the end of your event.
- 8. No electric connections, extension cords, will be allowed on the floor or ground. OSHA and UL rules FORBIDS the use of heat producing devices at the end of extension cords.
- 9. Absolutely no parking is allowed in front of City Hall without the consent from the Mayor’s Office. Cars will be subject to be towed at owner’s expense. Parking is available at the Civic Center Parking Structure or at metered stalls on the street.
- 10. NO smoking in any city buildings.
- 11. Event is restricted to requested area and adjoining restroom corridors only. The undersigned is responsible for enforcing this rule.
- 12. Signs and decorations shall be in good taste; adhered with masking tape ONLY and removed at the end of the program. No commercial advertising or logos. The distribution of commercial material such as pamphlets, handbills, and flyers are prohibited without the prior approval of the MOCA. Please submit materials for approval seven (7) days prior to the event.
- 13. The surrounding City Hall buildings and park are a separate facility. Please be aware that there is a possibility that an event may also be occurring during your function. We will do the best to accommodate both parties. To use the park or adjoining areas of the MMA, please contact the MOCA.
- 14. The Mayor’s Office has the final say on all events and functions on city property. While every effort will be made to give you ample time to reschedule your event there may be an occasion when an event may need to be canceled or rescheduled without ample notice.
- 15. The MMA seats 300 and has the maximum capacity of 497.
- 16. No furniture may be moved within the MMA.

Specifications:	<ul style="list-style-type: none">• 2 Wireless Microphones• CD/Cassette Combo Player• Computerized Lighting Control• Podium• Press Box (if available)	Props/Décor:
<ul style="list-style-type: none">• 300 Seats• Soloist Dressing Area• 22’ X 46’ thrust Stage• 16 Channel Sound Board• 6 Hand-held Microphones		<ul style="list-style-type: none">• American Flag• Hawaiian Flag• City Flag• City Seal

By signing this agreement the undersigned has read and understands the policies put forth on this policy agreement.

Agency/Organization _____ Date _____

Approved by _____ Date _____



MISSION MEMORIAL AUDITORIUM REQUEST FOR USE FORM

1. NAME OF APPLICANT: _____
(Corporation, Organization, Individual)

2. ADDRESS: _____
(Street) (City) (State) (Zip)

3. PHONE (include area code): _____ FAX (include area code): _____

4. CONTACT: _____ E-MAIL: _____
(Agent authorized by Applicant to sign Agreement)

5. PHONE (include area code) _____ FAX (include area code) _____

6. FOR NON-CITY AGENCIES. PLEASE ATTACH THE FOLLOWING INFORMATION APPLICABLE TO YOU AS THE APPLICANT ORGANIZATION. FAILURE TO DO SO WILL WITHHOLD DISPOSITION OF YOUR APPLICATION:

☐ Non-Profit Applicants: A copy of your IRS 501(c) (3) Certification AND/OR a copy of your Articles of Incorporation filed with the State of Hawai'i as a "Domestic Non-Profit".

7. TIME/DATE REQUESTED FOR EVENT:
(The entire event (set up through break down) is limited to 8 hours. Any event over this allotted time must have authorization by the MOCA administration.)

(Time) (Date) (Month) (Year)

8. SET UP/BREAK DOWN TIME/DATE REQUESTED

Load-In: _____ Load-Out: _____

(Time/Date) (Time/Date)

9. FULLY DESCRIBE THE PROPOSED EVENT; INCLUDING, THE TYPE OF EVENT AND THE NAME(S) OF ALL HONOREE, ARTIST, PERFORMER OR GROUP APPEARING:

Name of Event: _____

Brief Description of Event: _____

10. Please DESCRIBE you technical needs. (This is only a request and must have the approval of MOCA)

The undersigned Applicant hereby gives the Mayor's Office of Culture and the Arts permission to verify the information contained herein and understands that:

- (a) No date or facility will be held by the Mayor's Office of Culture and the Arts until the Applicant returns this form and approval is given by the Mayor's Office of Culture and the Arts.
- (b) If a tentative hold on a date and facility is approved based on the information contained herein, and the Mayor's Office of Culture and the Arts determines that the information contained herein is false or misleading, the tentative approved hold will be forfeited by the Applicant.
- (c) Any use of the Mission Memorial Auditorium is subject to the Mayor's Office of Culture and the Arts "License for Use Agreement".
- (d) NO FACILITY OR DATE IS CONFIRMED UNTIL the Mayor's Office of Culture and the Arts "LICENSE FOR USE AGREEMENT" (the contract) IS FULLY EXECUTED. THIS APPLICATION IS NOT YOUR CONTRACT!

Completed Application should be returned to:
The Mayor's Office of Culture and the Arts
530 South King Street, Room 404
Honolulu, Hawai'i 96813 Fax (808) 523-4215. Phone: (808) 523-4674
E-mail: moca-info@honolulu.gov